

EFFECTIVE DATE: JUNE 9, 1980

REVISION DATES: _____

SUBJECT: CLASS SPECIFICATIONS1. Purpose:

- To insure the provisions of the City Charter are adhered to with regard to the classification plan.

2. Responsibilities:

- The Personnel Department is responsible for maintaining the classification plan current. It shall be the responsibility of the various departments to advise the Personnel Department when the nature of a position has changed or when a new requirement has developed.

3. Policy:

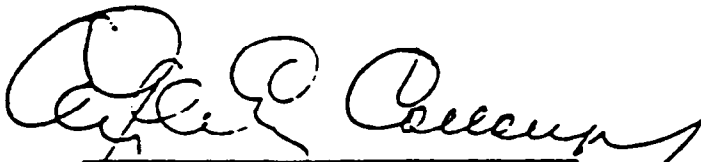
- The Personnel Department shall maintain a classification plan for all City positions. Every position in the City shall be classified as to title, classification number, and job description. The classification plan shall bring together similar positions into a single group for which the same "Class Specification" shall be used. Duties of positions placed in a given class must be enough alike so that: (a) the same descriptive title can be used for all jobs allocated to that class; (b) the requirements of the jobs in terms of knowledges, abilities, and skills, must be so much alike that employees can be selected through similar tests and examinations; (c) that assuming a reasonable probationary period, employees can be effectively transferred among the positions within the same class; and (d) the general responsibilities of the jobs and their worth to the City must be so nearly equal that the same general pay range can be applied with fairness to all positions in the class.
- As a minimum, a class specification shall specify: (a) The nature of the work, (b) illustrative examples of the work, (c) requirements of the work, (4) and, the desired education and experience.
- It shall be the joint responsibility of a single user department (example: Public Works is the only department utilizing Sewage Plant Attendants) and the Personnel Department to develop class specifications for those positions in one department only. The Personnel Department develops and maintains all classifications common to more than one department.

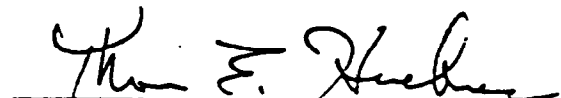
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SUBJECT: CLASS SPECIFICATIONS - PAGE 2

- The Director of Personnel is the final approving authority for all class specifications.


Clyde C. McCollough, Jr.
Director of Personnel


Thomas E. Huebner
City Manager

DATED: 6/9/80